

MINUTES OF THE SPECIAL ASSESSMENT BOARD
February 10, 2009, 3:00 PM, Room 106A

MEMBERS PRESENT: John Gellatly, City Assessor; Lisa Potswald, Chief Administrative Officer; Cindy Voigt, City Engineer, Cari Pedersen, Interim Director of Public Works & Utilities, Keith Hamre, Interim Planning Director.

ALSO PRESENT: Bob Asleson, City Attorney's Office; Linda Brophy, City Assessor's Office; Kevin Scharnberg, City Auditor's Office; Larry Winner and Pat Mlakar, Engineering.

PRESENT FOR AGENDA ITEMS: None

Lisa Potswald called the meeting to order at 3:00 P.M.

Minutes of the December, 2008 meeting were unanimously approved.

TABLED ITEMS:

Board policy on connection fees in lieu of assessment and possible conflict with City Code.

This item remains tabled for now and will be discussed at the March meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Assessments for the 2008 Street Improvement projects.

Pat Mlakar handed out a spreadsheet detailing 2008 SIP project costs. He said that because there are not many trees to be planted, he has decided to combine 2008 tree planting with 2009. Therefore the trees will not go in until 2010 and he could only estimate what the cost will be. However, he feels that his estimate of \$45.38 per linear front foot is very close. Cari Pedersen moved, and Keith Hamre seconded, that this amount be accepted, and it was unanimously approved.

2. Estimated assessments for the 2010 Street Improvement projects.

This item is tabled and will be discussed at the March meeting.

3. Reconsideration of assessment amount for 2620 and 2621 Ethel Avenue, City Project No. 0456WA.

In a similar scenario to the Osage Avenue water main situation discussed at the January meeting, Larry Winner said that one property owner had objected to the interest accrued before the project was finalized and to extra construction costs incurred when the contractor had to disconnect and reconnect private sewer and water services to a third property on Ethel Avenue. Cindy Voigt moved, and John Gellatly seconded, that these amounts be removed from the total assessments for the two properties, and it was unanimously approved.

Lisa Potswald wondered if this type of situation would come up again on future projects, and if it would be handled by the Board in the same manner. She said it would be a good idea to set a policy and follow it. Cindy Voigt said she thought six months from project completion to project finalizing would be a reasonable time limit. Kevin Scharnberg pointed out that interest starts accruing on these assessments as soon as the first payment is made to the contractor. Lisa asked if anyone knew what other municipalities do, and Cari Pedersen suggested that as with the SIP projects, within six months the project manager should have either a good estimate or a signed final. Lisa suggested that the board look at other cities' procedures and set up a process to make sure that these assessments are calculated and billed in a timely manner.

Meeting was adjourned at 3:30 PM.

INFORMATION ONLY:

The Board will meet informally sometime in the next couple of weeks to go over Bob Asleson's draft ordinance regarding special assessment percentages on street preservation projects. Jeanne Horn will schedule a meeting in GroupWise and notify everyone within the next day or two.

Next regular meeting March 10, 2009, in Room 106A at 2:00 p.m.

Respectfully submitted,

Lisa Potswald, Chair
Special Assessment Board

Jeanne Horn
SAB Secretary